

REGIONAL ARTS PARTNER:**Name:** Jasper Community Arts Commission**Mailing Address:** 951 College Ave., Jasper, IN 47546**Phone:** 812-482-3070 **FAX:** 812-634-6997 **email:** region11@ci.jasper.in.us**INSTRUCTIONS FOR COMPLETING FY2005 FINAL GRANT REPORT****REVIEW REPORT FORM AND INSTRUCTIONS BEFORE THE PROJECT STARTS**

For assistance in completing this report, please contact the JCAC at (812) 482-3070.

1. GRANTEE INFORMATION.

Grant Number: Enter the code that the JCAC has assigned to this grant. Double check this number against your Grant Agreement contract (page 1).

Type of Grant: Check the line corresponding to the grant category. Be sure this corresponds to the grant type noted on your application.

Name of Organization: Enter the full legal name of the nonprofit tax-exempt organization that received the RPI (Regional Partnership Initiative) grant.

Contact Person: Enter the name, title, and telephone number of the person the Regional Partner should contact with questions regarding this report.

2. CONTRACT COMPLIANCE.

Check "Yes" or "No", to indicate if significant changes have been made to the project as presented in your Project Budget and Budget Modification (which was submitted with your signed contract). Significant changes include a 10% variance in budgeted income or expenses, and/or major changes in the project's goals, methods, personnel, facilities, and dates.

3. ASSURANCES.

This section must be signed and dated by a person who is legally authorized to file this report on behalf of the grantee organization, such as: board chairperson, principal, superintendent, etc. This person was specified on the Grant Agreement, page 2. On the line below the signature, print the name and title of the authorizing official that signed.

4. PROJECT FINANCIAL STATEMENT.**A. ACTUAL EXPENSES.**

1. The total cash from all sources, except the RPI grant, spent on the project.
Do not include the RPI grant.
2. The **total amount of the RPI grant.**
3. The sum of line 1 and line 2.
4. The value of donated goods and services utilized for the project. **If you have utilized in-kind as a portion of your required local match and entered that amount in this line, also complete and submit one copy of the Record of In-kind Donations Form with this report.**

5. The sum of line 3 and line 4.

B. ACTUAL INCOME.

6. The total cash received from all sources, except the RPI grant, for the project.
Do not include the RPI grant.

7. The **total amount of the RPI grant**. This number should equal the amount you entered in line A.2.

8. The sum of line 6 and line 7.

9. The value of donated goods and services contributed to the project. This figure should equal the amount in line A.4. **If you have utilized in-kind as a portion of your required local match and entered that amount in this line, also complete and submit one copy of the Record of In-kind Donations Form with this report.**

10. The sum of line 8 and line 9.

C. SURPLUS / DEFICIT.

The difference between the cash cost of the project (line 3) and the cash income raised to support the project (line 8). To calculate: subtract the amount in line 3 from the amount in line 8. **If a cash surplus or deficit exists, explain on an attached page, what will be done with any proceeds or how the deficit will be covered by the organization.**

5. **PROJECT EVALUATION.**

A. OUTPUTS.

1. **Number and Characteristics of People Served.** On line g. of each column, enter the total number of persons served (column 1) and the total number of artists benefiting (column 3). On lines a.-f. of each column, enter the number of the total in line g for each category. In all four columns, the sum of lines a. - f. equals g.

On lines h.,i.,j.,k., and l. of each column, enter the number of the total persons served and artists benefiting represented in each category.

Persons Served: Audience, participants, students, etc. (excluding personnel and outside artists/consultants as defined in the application budget instructions).

Artists Benefiting: Artists directly involved in providing art or artistic services to the project. Include living artists whose work is represented in an exhibition.

2. **Geographic Area Served.**

- a. Enter the number of different (unduplicated) Indiana counties served at least one time by this project. *Example: 2 counties served.*
- b. Enter the name of each county served. *Example: Clark, Floyd.*

A county is considered "served" if: an arts activity took place in the county (festival, exhibit); an arts service was provided to residents of the county (arts calendar, newsletter); and/or a project participant resided in the county.

B. OUTCOMES.

Please answer all four (4) items, in the space provided on the form.

Your responses to items 2., 3., and 4. will be used by the RPI and Indiana Arts Commission to "tell the story" of how the arts make a difference everyday in the lives of people in your region and in Indiana.

1. If the narrative response in items 2. and 3. includes an explanation of how and why the actual project significantly varied from the proposed project, circle "YES".
2. Provide a concise description of the project. Include an explanation of how and why the project varied from the proposed project, if applicable.
3. Describe how RPI grant funds were used to support the project. If applicable, include an explanation of how and why the project varied from the proposed project. If variance was greater than 10%, attach an itemized budget detail.
4. Indicate documented results of the project. Check only those results which you can verify. For each item checked, provide a brief explanation/example in the space provided.

C. REQUIRED DOCUMENTATION.

You **MUST** include non-returnable documentation of the project (minimum one piece), in the form of slides, photos, audio or video tapes, publications, etc. and/or copies of publicity, press coverage, critical reviews about the project. (Photos are preferred - Color or B/W.)

Clearly label all documentation; **include photographer information** so credit may be given if used in an RPI or IAC publication or website.

The Japer Community Arts Commission and the Indiana Arts Commission will use this information to illustrate how the arts make a difference in your region and in Indiana.

SUBMITTING THE REPORT

The Final Grant Report is due 30 days following the last day of the project period, **and no later than July 30, 2005.** No faxed or emailed reports will be accepted.

Failure to submit a final grant report on time may make the grantee ineligible to apply for future RPI support, or result in a loss of the final 10% of your grant award. Contact the JCAC as soon as possible if an extension is necessary for any paperwork.

THESE MATERIALS MUST BE SUBMITTED

- Submit one (1) original and one (1) copy of the report. The original report should have an ORIGINAL signature of the authorizing official in Section 3. Assurances.
- Submit project documentation (minimum 1 piece), in the form of slides, photos, audio or video tapes, publications, etc. Clearly label each item. (Photos and slides preferred. Documentation will not be returned.)
- If applicable, (line A.4. or B.9. indicates a dollar amount), submit one (1) Record of In-kind Donations Form, signed by authorizing official.
- If applicable, (under Section 2 Contract Compliance is marked "Yes") submit one (1) attachment of itemized budget detail showing actual expenses and income, signed by authorizing official.
- If applicable, (Section C of Financial Statement is different than \$0), submit one (1) attachment explaining the budget surplus or deficit, signed authorizing official.

FY2005 Final Grant Report Form

PLEASE TYPE (Available on Microsoft Word for Windows 6.0)

REGIONAL ARTS PARTNER:

Name: Jasper Community Arts Commission

Mailing Address: 951 College Ave., Jasper, IN 47546

Phone: 812-482-3070 **FAX:** 812-634-6997 **email:** region11@ci.jasper.in.us

1. GRANTEE INFORMATION

GRANT NUMBER: FY2005 - _____

TYPE OF GRANT: _____ AOS/I _____ AOS/II _____ APS _____ MINI

Name of Organization: _____

Contact Person: _____ Title: _____ Telephone: (____) _____

2. CONTRACT COMPLIANCE

In response to the statement below, check one: _____ YES _____ NO

“The project’s expenses or income have varied by more than 10%, AND/OR project goals, methods, key personnel, facilities, or dates have changed significantly from the those initially approved by the RPI on the Budget Modification Form).”

If you checked “YES” above, you must include in this Final Grant Report, a request for the JCAC to approve the changes that have been made. In Section 5.B. (on page 3.) describe the nature of the changes and why the changes were made. Funding is contingent upon JCAC approval of significant changes in goals, methods, key personnel, facilities, performing or exhibit dates, and resources. (JCAC staff may also contact you for further clarification.)

3. ASSURANCES

The undersigned certifies (1) that s/he is a principal officer of the grantee organization, and (2) the information provided in this report is true and correct, and (3) the expenditures were incurred solely for the purposes of the above numbered grant and in compliance with IAC/JCAC grant guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, religion, color, national origin, gender, age, or physical or mental disability. Grantee organization will maintain records and documentation pertaining to grant activities and expenditures for a minimum of three (3) years and will make this material open to inspection by the JCAC and the IAC, with proper notice, for monitoring purposes.

Signature of Authorizing Official

Date Signed

Print Name and Title

4. PROJECT FINANCIAL STATEMENT (*)

A. ACTUAL EXPENSES

1. Total non-RPI Cash Expenses \$ _____
2. Total RPI Award (100%) \$ _____
3. Total Cash Expenses (1+2) \$ _____
4. Total In-kind Expenses* \$ _____
(same as line B.9.)
5. Total Project Expenses (3+4) \$ _____

B. ACTUAL INCOME

6. Total non-RPI Cash Income \$ _____
7. Total RPI Award (100%) \$ _____
8. Total Cash Income (6+7) \$ _____
9. Total In-kind Contributions*
(same as line A.4.) \$ _____ (*)
10. Total Project Income (8+9) \$ _____

C. SURPLUS/DEFICIT (Subtract A.3. from B.8.)** \$ _____

(*) If in-kind contributions are included as match, you must complete and attach the Record of In-kind Donations Form to this FGR.

(**) If surplus or deficit exists, include an attached page with details of how the organization will cover the deficit, or utilize the surplus.

5. PROJECT EVALUATION

A. OUTPUTS

1. Number and Characteristics of People Served

CHARACTERISTIC	ALL PERSONS Number	ARTISTS Number
<u>RACE/ETHNICITY</u>		
a. American Indian/Alaskan Native	_____	_____
b. Asian/Pacific Islander	_____	_____
c. Black/African American	_____	_____
d. Hispanic/Hispanic-American	_____	_____
e. White/Caucasian	_____	_____
f. Multiracial (more than one of above)	_____	_____
g. TOTAL (Add a. - f.)	_____	_____
<u>AGE</u>		
h. Total Children (under 18)	_____	_____
i. Total Seniors (65 and above)	_____	_____
<u>DISABILITY</u>		
j. Total w/Mental/Emot. Disabilities	_____	_____
k. Total w/Sensory Impairments	_____	_____
l. Total w/Physical Disabilities	_____	_____

2. Geographic Area Served

- a. Total Number of Indiana Counties Served by this Project: _____
- b. List the counties served in alphabetical order in the space below.

B. OUTCOMES

In the space provided on this page, briefly answer the following questions. (Please number and briefly label each response.)

1. Circle One: YES N/A This Narrative explains significant variance from proposed activities and/or budget.
2. Describe the activities that occurred, including information about the WHO, WHAT, WHEN, WHERE, WHY, and HOW of the project. **(If you checked "YES" in the Contract Compliance section on page 1., explain how the actual project activities varied from proposed activities and why the changes were made.)**
3. Specify how RPI funds were used and why the grant was essential to the project's success.

If expenses and/or income varied by more than 10% (1) explain how actual expenses and income varied from the proposed budget and explain why this happened; and (2) attach an itemized budget detail showing actual expenses and income.

4. Which of the following are verifiable RESULTS of the project?

(Check all applicable and explain each item checked)

- _____ a. Contributed to the local economy.
- _____ b. Improved quality of life in the community.
- _____ c. Broadened the general public's knowledge of or skills in the arts.
- _____ d. Provided arts activities to an under-served community or group.
- _____ e. Increased individual artistic or administrative skills.
- _____ f. Increased organizational capacity.
- _____ g. Increased understanding among different cultures.
- _____ h. Increased understanding about different art forms.
- _____ i. Advanced a specific art form.
- _____ j. Strengthened the arts education curriculum in local schools.
- _____ k. Other (specify): _____.

Provide a separate explanation for each item checked above (in the space provided on this page). Label each item (a., b., c., etc.).

IN-KIND EXPENSE AND INCOME

Because not-for-profit organizations often receive donated materials and services ("in-kind" contributions), special accounting guidelines have been established to deal with these items. **These guidelines should be followed when the applicant includes in-kind match in the proposed budget. (*)**

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually value is assigned by the donor.)
- Donated SERVICES of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind services:
 - services that are designed to be provided by volunteers;
 - periodic volunteer services for fund raising;
 - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
 - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. *Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.*

(*) Some grantees MAY NOT include in-kind as a portion of their local match requirement. Please refer to the "Local Match Requirements", in your FY2003 grant guidelines booklet to verify your eligibility to provide non-cash match.

Jasper Community Arts Commission

GRANTEE IN-KIND DONATIONS REPORT

If the value of in-kind donations was used for an allowable portion of your FY2004 RPI grant local match, then submit this report with your FY2004 Final Grant Report.

GRANTEE: _____

GRANT #FY2004-_____

Signature of Authorizing Official:_____ Date:_____

<u>DESCRIPTION OF DONATED GOODS AND SERVICES</u>	<u>NAME OF DONOR</u>	<u>VALUE OF DONATION</u>
---	-----------------------------	---------------------------------

Example:

1. *Audit Services*

Acme CPA Service, Inc.

\$1,000